

## Required Fire Log Elements

The law allows flexibility in how you design your fire log as long as you include the required elements. For each fire, the log must include:

- The date the fire was reported.
- The nature of the fire.
- The date and time of the fire.
- The general location of the fire.

You may include other data elements or columns in your log for internal record-keeping procedures, but such additional

information is not required by *HEA*. You also may include entries for fires other than those in on-campus student housing facilities, but you are not required to do so. If you record such fires, do not include statistics for them in your *HEA*-mandated annual fire safety report unless they are presented in a separate table or in a caveat.

### **The Date the Fire Was Reported**

Use the date that the fire was initially reported. For example, if the fire was reported to a campus dean on a Friday and the dean reported it the following Monday to the office maintaining the log, Friday's date would be entered in the log. Enter the date the fire was reported *regardless* of how much time has passed since the fire occurred.

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### **The Nature of the Fire**

For this category you may simply use the causes listed under "Cause of Fire" in Chapter 13, or you may elaborate on them. Whatever you choose to do, enter a description that allows the reader to know what type of fire occurred. For example, instead of "accidental" or "arson," enter "room fire caused by electrical malfunction" or "bulletin board intentionally set on fire." Use descriptions that anyone reading the log can understand. Don't use codes, acronyms or abbreviations.

### **The Date and Time of the Fire**

Enter the date the fire occurred *and* the time it started. If you do not know the time the fire started, enter the time it was first noticed. If this information is not available, enter an approximation or a range, or enter "unknown."

### **The General Location of the Fire**

Enter the location of the fire but do not provide personally identifying information. For example, enter "Fourth Floor, North Campus Hall" rather than "Room 404, North Campus Hall."